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ABSTRACT

The carpentry work standards contained in the guide cover basic requirements for effective apprenticeship and are offered to assist local organizations of contractors and journeymen in establishing local systems of apprenticeship and improving existing systems. Twenty-five items to be considered when adapting national standards to local use are detailed. Federal laws and regulations affecting the employment of apprentices are summarized. The procedures for using joint training funds and for keeping apprenticeship records are briefly outlined. The appendix (21 pages) includes; detailed schedules for work experience and related instruction with recommended texts and reference materials for carpenter, millwright, and cabinetmaker-millman apprentices and for piledriver and interior systems trainees; a sample application for apprenticeship in carpentry; a sample apprenticeship agreement form; a list of regional offices of the Bureau of Apprenticeship and Training; and a list of state and territorial apprenticeship agencies. (Author/MS)

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National Apprenticeship and Training Standards for Carpentry

U. S. Department of Labor
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Manpower Administration
William H. Kolberg
Assistant Secretary for Manpower

Bureau of Apprenticeship and Training
1975 (revised)

Prepared and approved by the National Joint Carpentry Apprenticeship and Training Committee, representing the Associated General Contractors of America, the National Association of Home Builders of the United States, and the United Brotherhood of Carpenters and Joiners of America, in conformance with the basic standards recommended by the Bureau of Apprenticeship and Training.

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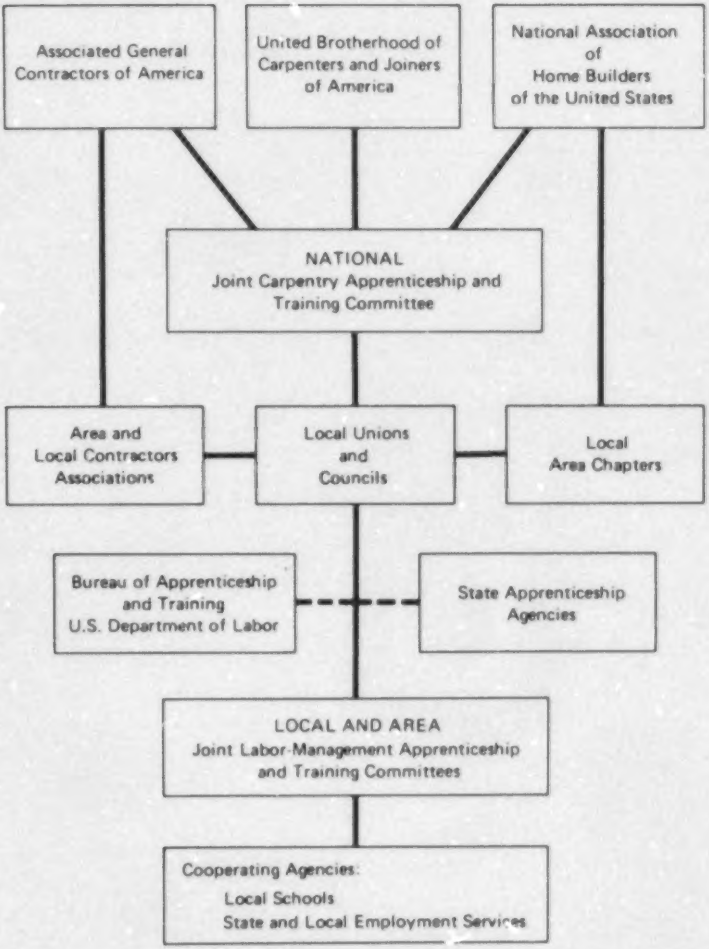
APPRENTICESHIP AND TRAINING SYSTEM OF THE CARPENTRY TRADE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NATIONAL
Joint Carpentry Apprenticeship and Training Committee
Area and Local Contractors Associations
Local Unions and Councils
Local Area Chapters
Bureau of Apprenticeship and Training U.S. Department of Labor
State Apprenticeship Agencies
LOCAL AND AREA
Joint Labor-Management Apprenticeship and Training Committees
Cooperating Agencies:
Local Schools
State and Local Employment Services

PREFACE

Techniques and standards of work have been developed in the field of carpentry that are of great economic importance.

To assure that these standards are followed in all branches of the trade, to increase their vitality and effectiveness, and to promote uniformity of practice, national apprenticeship and training programs have been formulated by the National Joint Carpentry Apprenticeship and Training Committee, representing the United Brotherhood of Carpenters and Joiners of America, Associated General Contractors of America, and National Association of Home Builders of the United States. The Bureau of Apprenticeship and Training, U.S. Department of Labor, has assisted in developing the programs.

This booklet contains the latest revision of these standards, which cover basic requirements for effective apprenticeship and are offered to guide local organizations of contractors and journeymen in establishing local systems of apprenticeship and improving existing systems.

The national joint committee has tried to include in the revised standards the most up-to-date concepts of training. Its objective is to bring about greater uniformity and higher standards of efficiency and service for those entering the field, whatever the branch or locality. Further, it aims at encouraging more journeymen to take advantage of opportunities offered to improve their skills and to advance in the new techniques of their trade.

It is hoped that contractors and labor representatives, members of local joint committees, and all those concerned with promoting, fostering, and improving training will take full advantage of these comprehensive, up-to-date national standards.

The committee points out that related instruction for apprentices must be taught by persons who recognize the value of good teaching techniques and are thoroughly competent in the theory, practices, and skills of the trade.

Also, recognizing problems encountered by local joint committees in formulating and establishing related instruction programs, the national committee suggests that the topical

outlines of related materials included herein be considered a minimum in all programs. Since no effort has been made to segregate the materials for any given year of training, each local committee must coordinate the related instruction with on-the-job experience of the apprentice.

The national committee recommends that the apprentice training manuals prepared by the United Brotherhood of Carpenters be used as the core curriculum material for all related instruction. When supplements to this instruction are considered necessary, the local joint committee should consult local public vocational schools for assistance in finding suitable text material and teaching aids to fit local needs. Inquiries about the manuals should be directed to the Apprenticeship and Training Department, United Brotherhood of Carpenters and Joiners of America, 101 Constitution Avenue, NW., Washington, D.C. 20001.

The committee also urges that all joint committees include in their standards the provision that, in addition to the progressive wage percentage, apprentices are eligible for and shall receive the same fringe benefits provided journeymen under the local bargaining agreement and that wages and benefits be combined when establishing wage determinations for a given area.

It also wishes to impress upon all local joint apprenticeship committees and members of local contractors' associations and carpenters' unions that they should give the closest study to ways of preventing accidents and encouraging safe working habits among the apprentices.

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NATIONAL APPRENTICESHIP AND TRAINING STANDARDS FOR CARPENTRY

I. ADAPTING NATIONAL STANDARDS TO LOCAL USE

1. Formation of the Local Carpentry Joint Apprenticeship and Training Committee

It is recommended that a local joint apprenticeship committee, equally representative of management and labor, be formed to be responsible for adapting the national standards to meet local needs for administering the local apprenticeship program and coordinating it, where desirable, with the apprenticeship systems of other groups in the community.

Where organizations of employers and employees exist, such organizations should appoint equal numbers of their members to serve on the local joint committee.

Where there is no employer or employee organization, a committee may be formed by volunteers who agree to carry out the national standards herein set forth.

The committee shall elect a chairman and a secretary. When the chairman represents the employers, the secretary shall represent the employees, and vice versa. The length of term of office for the chairman and secretary shall be determined by the committee. These officers shall retain the right of voice and vote on all matters pertaining to apprenticeship and training.

In those areas where training in mill, resilient floor, wall covering, and cabinetwork is included in the local standards, it is recommended that these occupations have representation on the joint committee.

Representatives of the Bureau of Apprenticeship and Training, U.S. Department of Labor, and/or the State apprenticeship council (if one exists in the State) and the Division of Vocational and Technical Education, U.S. Office of Education, are available upon request to attend meetings of the joint committee as advisors and consultants on labor standards applicable to apprentices, on the development of administrative procedures for the conduct of apprenticeship and training, and on any problems relating to apprenticeship and training.

2. Coverage

These national standards are applicable to all areas, as minimum standards, where contractual relationships between the membership of the Associated General Contractors of America and/or the National Association of Home Builders of the United States and the United Brotherhood of Carpenters and Joiners of America are in effect.

It is the duty of each local joint committee to identify its area of operation and to assume responsibility for the training of all carpentry apprentices by contractors within such area with whom the local union has bargaining agreements. Other contractors who desire to do so may participate in the local program by signifying agreement to the terms and conditions of training prescribed in the local standards.

3. Duties of the Joint Committee

The local joint committee shall prepare local apprenticeship standards consistent with these national standards, covering such items as a schedule of work experience on the job, provision for related supplemental instruction, provision for reviewing or testing the apprentice's progress both on the job and in related instruction, a progressively increasing schedule of wages for apprentices, the method of selecting apprenticeship and trainee applicants, provision for the adjustment of complaints regarding apprenticeship and training, and the procedure for providing apprentices with certificates of completion.

It shall be the responsibility of the local joint committee to:

a. Conduct surveys to determine the need for, and the availability of, apprentices in the local area.

b. Ascertain whether each employer undertaking to train apprentices has the necessary facilities and is performing such construction operations as to assure effective training.

c. Place each apprentice under agreement.

d. Assure that apprentices are receiving the necessary on-the-job experience and related technical instruction.

e. Conduct final examinations for apprentices to establish their status as journeymen in the trade.

f. Prepare and submit all reports concerning its apprenticeship program that may be legally required by local, State, or Federal agencies and the respective national organizations.

g. Notify the appropriate registration agency of all terminations and cancellations of apprenticeship agreements.

h. Supervise the enforcement of all provisions of the standards.

4. Filing With Registration Agency

As soon as the local apprenticeship standards have been set up, the local joint committee shall file a copy with the appropriate registration agency along with any additional information required by Federal or State laws or rulings affecting apprentices. This procedure is essential to maintain uniformity in basic carpentry apprenticeship standards and records. The joint committee shall also register a copy of each agreement with the registration agency.

5. Cooperating Agencies

The local carpentry joint apprenticeship and training committee may secure assistance in the formulation and administration of its apprenticeship standards from:

a. The Associated General Contractors of America, 1957 E Street, NW., Washington, D.C. 20006.

b. The United Brotherhood of Carpenters and Joiners of America, 101 Constitution Avenue, NW., Washington, D.C. 20001.

c. The National Association of Home Builders of the United States, 15th and M Streets, NW., Washington, D.C. 20005.

d. State apprenticeship councils, State labor departments, or State industrial commissions.

e. The Bureau of Apprenticeship and Training, U.S. Department of Labor, Washington, D.C. 20213

f. The Division of Vocational and Technical Education, U.S. Office of Education, responsible for the administration and supervision of Federal funds appro-

priated for apportionment among the States for vocational education. These funds are available for use in providing instruction to apprentices in related subjects and in setting up classes for journeymen.

6. Definition of Carpenter Apprentice

A "carpenter apprentice" is a person who is engaged in learning the carpentry trade covered by these standards and who is under a written agreement, hereinafter called an "apprenticeship agreement," with a local carpentry joint apprenticeship committee acting as agent of the employer and employee, or with an employer provided the agreement has been approved by the joint committee.

7. Definition of Registration Agency

The term "registration agency," as used herein, shall mean any State apprenticeship agency recognized by the Bureau of Apprenticeship and Training. If no such recognized agency exists in the State, it shall mean the Bureau of Apprenticeship and Training, U.S. Department of Labor.

8. Qualifications for Apprenticeship

Applicants for apprenticeship must normally be at least 17 years of age. They shall satisfy the local joint committee that they have the ability and aptitude to master the rudiments of the trade and have sufficient education to complete satisfactorily the required related instruction.

Applicants shall be physically capable of performing the work of the trade. The method of determining physical capability will be stated in the local program. Local joint apprenticeship committees may establish additional qualifications as desired or deemed necessary. Such qualifications must be specific, clearly stated, and directly related to job performance.

1/ Local application of these national apprenticeship and training standards in States having State apprenticeship agencies may require adaptation to meet the standards of apprenticeship in such States. The staffs of the Bureau of Apprenticeship and Training, U.S. Department of Labor, and State apprenticeship agencies are available to advise on such standards.

9. Recruitment, Selection, Employment, and Training

The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under title 29 of the Code of Federal Regulations, part 30, as amended.

All programs of apprenticeship registered with the Bureau of Apprenticeship and Training on and after January 17, 1964, must include acceptable apprentice selection standards and procedures and a nondiscrimination pledge consistent with the regulation.

In addition, each local joint apprenticeship committee will be required to develop and adopt an affirmative action plan, which must include goals and timetables, where applicable, in accordance with the requirements of title 29 CFR, part 30, as amended.

At least 30 days' public notice will be given in advance of the earliest date for application for admission to the apprenticeship program. Not less than 2 weeks shall be allowed for accepting applications. All applicants placed on a list of qualified eligibles shall be retained on such list subject to selection for a period of 2 years.

Applications from persons completing bona fide programs sponsored by the signatory organizations to these standards, such as Job Corps, will be accepted at any time and those meeting local qualifications will be placed on the list of applicants eligible for selection as apprentices. When selected, the applicants will receive appropriate credit on the term of apprenticeship for their previous training.

All qualified applicants shall be rated on the basis of objective standards and tests provided by the National Joint Carpentry Apprenticeship and Training Committee, which permit review after full and fair opportunity for application. Applicants shall be selected in descending order of their ratings; and local programs shall be operated on a completely nondiscriminatory basis.

10. Term of Apprenticeship

The normal term of apprenticeship for the carpentry trade, except as otherwise provided for herein, shall be 4 calendar

years (approximately 8,000 hours), consisting of eight 6-month periods of reasonably continuous employment during such term, including the probationary period and the required hours of supplemental school instruction.

a. The local/areawide joint apprenticeship and training committee may accelerate, through the reevaluation process, the advancement of apprentices who show ability and mastery of the trade to the level for which they are qualified.

b. The standard term of apprenticeship may be extended by the local/areawide joint apprenticeship committee for 1 year upon satisfactory proof that the apprentice cannot command the minimum scale of wages paid journeymen.

11. Credit for Previous Experience

Apprentice applicants who have had previous creditable training and/or experience in the trade or who have had related instruction may be granted advanced standing on the basis of demonstrated ability and knowledge. When the local committee grants advanced standing to apprentices, they shall be paid the rate of the period to which they are advanced.

12. Related School Instruction

Apprentices employed under these standards shall be required to attend school classes in subjects related to the trade for at least 144 hours per year, each year of their apprenticeship. It is recommended that the apprentice training course of the United Brotherhood of Carpenters and Joiners be used for related instruction by State and local groups.

Where it is impracticable to establish related instruction classes, the local joint committee may utilize the related instruction material of the United Brotherhood of Carpenters and Joiners on a correspondence basis. The responsibility for preparing the correspondence course material is with the local joint apprenticeship committee, in cooperation with local school authorities.

In case of failure without due cause on the part of apprentices to fulfill their obligations as to school attendance and conduct, the local committee shall take necessary disciplinary action.

Where practicable, related training classes should be held

during working hours. In no case should the hours of work and related instruction exceed the maximum number of hours prescribed by State or Federal law for persons of the age of apprentices.

Any agreement to pay apprentices for time spent in related instruction shall be in conformance with existing Federal and State laws and local bargaining agreements.

13. Ratio of Apprentices to Journeymen

The ratio of apprentices to journeymen shall be worked out according to local practices or agreements and applicable Federal and State laws. The determination should be based on a real study of the present and future local needs for journeyman carpenters, taking into consideration such factors as the present number of journeymen in the trade; average age; anticipated replacement due to retirements, deaths, and departures; and population and industry growth or decline.

14. Apprenticeship Agreement [2]

Each apprentice shall be covered by a written apprenticeship agreement with the local joint committee, acting as the agent of the employer and employee, or an agreement with the employer approved by the local joint committee and registered with the appropriate registration agency.

Each apprenticeship agreement entered into shall contain:

a. The names and signatures of the contracting parties.

b. The place and date of birth of the apprentice.

c. The time at which the apprenticeship shall begin and the time of its duration, together with any credit granted on such term of apprenticeship.

d. A statement that the apprentice shall be taught the carpentry trade.

e. A statement making the terms and conditions of the local standards a part of such apprenticeship agreement.

[2] Some State apprenticeship agencies require the use of their own apprentice agreement forms. In such instances, the agreement forms may be obtained from the staffs of either the State apprenticeship agencies or the Bureau of Apprenticeship and Training, U.S. Department of Labor.

Apprenticeship agreement forms may be obtained from the Associated General Contractors of America, 1957 E Street, NW., Washington, D.C. 20006; the United Brotherhood of Carpenters and Joiners of America, 101 Constitution Avenue, NW., Washington, D.C. 20001; the National Association of Home Builders of the United States, 15th and M Streets, NW., Washington, D.C. 20005; or the Bureau of Apprenticeship and Training, U.S. Department of Labor, Washington, D.C. 20213.

15. Probationary Period

Apprentices employed under these standards will be subject to a probationary period to be determined by the local joint committee but not to exceed 90 days of reasonably continuous employment. During this period, the termination or cancellation of the apprenticeship agreement may be made by the local joint committee at the request of either party to the agreement. After the probationary period, the committee may cancel the agreement for due cause, such as lack of progress or interest.

The registration agency shall be advised of all cancellations and terminations of apprenticeship agreements.

16. Wages

A wage schedule for apprentices shall be included in the local standards. It shall be established on the basis of a progressive percentage of the journeyman carpenter's wage rate, preferably at 6-month intervals, and average not less than approximately 50 to 75 percent of the journeyman's rate over the apprenticeship term.

17. Periodic Examinations

Shortly before the expiration of each 6-month period, the local joint apprenticeship committee shall give apprentices an examination [3] covering their progress both on the job and in related instruction, which they must successfully pass before they are advanced to the next period. In lieu of an examination,

[3] Written tests can be secured from the United Brotherhood of Carpenters and Joiners of America, 101 Constitution Ave., NW., Washington, D.C. 20001, for each of the instructional manuals used in the related instruction program.

a written report of successful progress from the supervisor of apprentices may be accepted by the committee.

18. Hours of Work

The hours of work for apprentices shall be the same as those for journeymen in the trade covered by the local standards and in conformity with State and Federal laws. In assigning work to apprentices, however, due consideration shall be given to the variety of operations necessary to develop their trade skills.

No apprentice shall be allowed to work overtime if it interferes with attendance at related instruction classes.

Apprentices absent from the service of the employer through their own fault shall make up all such time before being advanced to the next period of apprenticeship.

19. Supervisor of Apprentices

The employer shall designate a particular person, who may be the superintendent, a supervisor, or a journeyman, to be known as the "supervisor of apprentices." With the advice and assistance of the local joint committee, the supervisor of apprentices shall be responsible for the apprentices' work experience on the job, their attendance at related classes, and the recording of same on record forms adopted for this purpose. (See example of apprentice recordkeeping form on page 15.) It shall be the duty of the supervisor of apprentices to see that these record forms are complete in every detail and are forwarded to the local committee quarterly. The local committee shall keep a master record of the apprentices' work experience and related instruction.

20. Work Experience

Apprentices shall be taught the use, care, and effective and safe handling of tools and apparatus commonly used in the carpentry trade. They shall be given work experience and training necessary to develop the skills, theory, and practice of carpentry. They shall also perform all duties commonly related to carpentry apprenticeship. (See the recommended work-experience schedules in appendixes A, B, C, D and E.)

Apprentices must be prepared to furnish their own handtools as recommended by the local joint committee.

21. Transfer of Apprentices

It shall be the duty and responsibility of the local joint committee to provide, insofar as possible, continuous employment for all apprentices. Where it is impossible for one employer to provide the diversity of experience necessary to give the apprentice all-round training and experience in the various branches of the trade or where the employer's business is of such character as not to permit reasonably continuous employment over the entire period of apprenticeship, the local joint committee may arrange to transfer the apprentice to another employer, who shall assume all the terms and conditions of the local standards.

22. Certificate of Completion of Apprenticeship

Immediately after apprentices have passed their journeyman examination, they shall be furnished a certificate attesting to the satisfactory completion of their apprenticeship. Where such certificates are provided by the registration agency, the local committee may request issuance of a certificate by that agency.

23. Accident Prevention

Apprentices shall be advised as to the great need for preventing accidents. They shall be given instruction and training with respect to accident prevention and safe construction methods consistent with all Federal and State laws on safety and health. They shall be taught that accident prevention is very largely a matter of education, vigilance, and cooperation and that they should strive at all times to conduct themselves in their work in such a manner as to insure their own safety and that of their fellow workers.

24. Adjusting Differences

In case of dissatisfaction between the employer and the apprentice, either party has the right and privilege of appeal to the local joint committee for such action and adjustment of such matters as come within these standards. The decision of the local committee shall be final on questions involving local apprenticeship standards.

Either party may request the registration agency to interpret any provision of the apprenticeship standards over which there may be a controversy.

25. Legal Conflict

In the event any part of these standards may be declared illegal, the balance of the standards shall remain in full force and effect.

II. FEDERAL LAWS AND REGULATIONS AFFECTING THE EMPLOYMENT OF APPRENTICES

1. Wage Determination Regulations [federally financed and assisted construction]

The Secretary of Labor, through the office of the Wage-Hour Administrator of the U.S. Department of Labor, predetermines the prevailing wages for construction mechanics and laborers employed on Federal or federally assisted construction projects. (Details of these regulations will be found in part 1 and part 5, title 29, subtitle A, Code of Federal Regulations, covering labor standards provisions applicable to public contracts.)

Local joint apprenticeship committees should advise all contractors participating in the local apprenticeship program that, in case they are awarded a contract for a federally financed or assisted construction project, their apprentices must be employed under a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, U.S. Department of Labor, or if no such recognized agency exists in the State, with the Bureau of Apprenticeship and Training, U.S. Department of Labor, and further, that apprentices so employed must be individually registered with the appropriate registration agency.

The contractor must present written evidence of such registration, including evidence of the established ratios and wage rates applicable in the project area, to the contracting officer for acceptance.

2. Veterans Readjustment Legislation [Public Law 90-77, 90th Congress]

A veteran of at least 181 days of continuous active duty, any part of which occurred after January 31, 1955, or a veteran

who was released from active duty after January 31, 1955, for a service-connected disability is eligible to pursue on a full-time basis an approved program of apprenticeship and receive a monthly training assistance allowance.

The apprenticeship program must meet the standards of the Bureau of Apprenticeship and Training, U.S. Department of Labor, and be approved by the appropriate State veterans approving agency.

Under the provisions of the veterans readjustment legislation, joint apprenticeship committees may be recognized as training establishments.

3. Wage and Hour Regulations [ruling concerning payment for time spent by apprentices in related instruction]

The Fair Labor Standards Act requires that each employee, not specifically exempted, who is engaged in interstate commerce or in the production of goods for such commerce receive the statutory minimum wage and that no employee (including an apprentice) may be employed for more than 40 hours a week without receiving at least time and one-half of his regular rate of pay for the overtime hours.

As an enforcement policy, time spent in an organized program of related supplemental instruction by apprentices working under bona fide apprenticeship programs may be excluded from working time if the following criteria are met: (1) The apprentice is employed under a written apprenticeship agreement or program which substantially meets the basic standards of the Bureau of Apprenticeship and Training, U.S. Department of Labor, and (2) such time does not involve production work or performance of the apprentice's regular duties. If the above criteria are met, the time spent in such related supplemental training shall not be counted as hours worked unless the written agreement specifically provides that it is hours worked. The mere payment or agreement to pay for time spent in related instruction does not constitute an agreement that such time is hours worked.

4. Equal Employment Opportunity Legislation and Regulations

The Civil Rights Act of 1964, title VII, prohibits discrimination in all phases of employment, including apprenticeship,

because of race, color, religion, sex, or national origin. It applies to employers, employment agencies, labor organizations, joint apprenticeship committees, and, under the 1972 amendments, Federal agencies.

Detailed information regarding application of title VII of the Civil Rights Act may be obtained from the regional offices of the Equal Employment Opportunity Commission.

Information on title 29, Code of Federal Regulations, part 30, as amended, may be obtained from the Bureau of Apprenticeship and Training, U.S. Department of Labor, or State apprenticeship agencies.

NOTE: It is suggested all local joint committees contact their State agencies for applicable laws affecting apprenticeship, with special attention to latest revisions.

III. JOINT TRAINING FUNDS

1. Legality of Training Funds

Training funds for use in defraying the cost of apprenticeship or other training programs to which employers contribute are authorized under the Labor-Management Reporting and Disclosure Act of 1959, which amends section 302 of the Labor-Management Relations Act of 1947. Such funds must be established in the form of a trust; the trustees must be equally representative of the employers and employees (this may be the joint apprenticeship committee); and the basis on which payments to the trust are to be made must be detailed in a written agreement with the employer, including provision for an annual audit of the trust. Those persons (trustees) responsible for the custody or control of the trust funds must be bonded.

Where a trust is established, a clause should be included in the trust agreement to the effect that: (1) The trusteeship is a nonprofit organization; (2) no part of the net earnings will inure to any private individual or member; and (3) in the event of dissolution of the trust, the accrued moneys and other assets will be disposed of in the manner set forth. (They can be apportioned to those who paid into the fund, donated to a charitable or educational organization, or contributed to the labor organization.)

2. Tax-Exempt Status of the Trust

Training trust funds are considered to be tax exempt by the Internal Revenue Service under section 501(c)5 of the Internal Revenue Code of 1954. To obtain this exemption, the trustees must file form 1024 with the appropriate District Director of Internal Revenue. In submitting form 1024, include with it a copy of the trust agreement and apprenticeship program. After the tax-exempt status of the trust has been determined, each year thereafter the trustees shall make a return on form 990 in order to maintain this exemption.

Employer contributions to the training trust fund are deductible as ordinary and necessary expenses in the conduct of a business under section 162(a) of the Internal Revenue Code.

IV. APPRENTICESHIP RECORDS

It is essential that a current, accurate, and complete record be kept of each apprentice, showing work progress, attendance at related instruction, and joint apprenticeship committee actions.

Reproduced on the following pages are copies of the forms and a recordkeeping system [4] that the national committee recommends for use by local joint apprenticeship committees so that a uniform system can be put into effect. This will assure the availability of information that may be sent from one area to another when information regarding an apprentice is requested.

It should be noted that the application for apprenticeship and the apprenticeship master record are tied together by use of the social security number, thus furnishing a positive means of identifying apprentices should they move from their original area and joint apprenticeship committee.

[4] All forms and the recordkeeping system are available through the Office of the General Secretary of the United Brotherhood of Carpenters and Joiners of America, 101 Constitution Ave., NW., Washington, D.C., 20001.

QUARTERLY OR YEARLY RECORD CARD - CARPENTRY

Printed in U. S. A. 81

WORK PROCESSES	PREV. ACCUM HOURS	ON - JOB - TRAINING - TOTAL HOURS EACH MONTH												TOTAL PER. QUARTER
		JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	
MISC. 500 HRS.														
LAYOUT 500 HRS.														
FORM BUILDING 1200 HRS.														
ROUGH FRAMING 1200 HRS.														
OUTSIDE FINISHING 800 HRS.														
INSIDE FINISHING 1500 HRS.														
CARE & USE OF TOOLS & WD WK MACH. 500 HRS.														
WELDING 500 HRS.														
PLASTICS & RESILIENCE MAT. 300 HRS.														
ACOUSTICS & DRYWALL 1000 HRS.														

APPEARED BEFORE J.A.C.

1. _____
2. _____
3. _____
4. _____

SUPT. - FOREMAN SIGNATURE

SCHOOL ATTENDANCE RECORD

MONTH	TOTAL HOURS	INSTRUCTORS SIGNATURE
JAN.		
FEB.		
MAR.		
APRIL		
MAY		
JUNE		
JULY		
AUG.		
SEPT.		
OCT.		
NOV.		
DEC.		
TOTAL		

TEST RESULTS

PERIOD	1	2	3	4	5	6	7	8	9
GRADE									

APPRENTICE MASTER RECORD — CARPENTRY

EVALUATION

PERIOD	1	2	3	4	5	6	7	8
DATE								

NAME _____ DATE INDENTURED _____

ADDRESS _____ DATE NOTIFIED _____

CITY, STATE, ZIP _____ DATE RECEIVED _____

SOC. SEC. NO. _____ DATE COMPLETED _____

SCHOOL ATTENDING _____

SCHOOL ATTENDANCE RECORD

SCHOOL YEARS	1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	9TH	10TH	DAYS ATTENDED	TOTAL
0												
9												
9												
9												

TESTS TAKEN

PERIOD	DATE	GRADE	INSTRUCTOR
1			
2			
3			
4			
5			
6			
7			
8			

ON-THE-JOB-RECORD

MISC. - 500 HRS.

LAYOUT - 500 HRS.

FORM BUILDING - 1200 HRS.

ROUGH FRAMING - 1200 HRS.

OUTSIDE FINISHING - 600 HRS.

INSIDE FINISHING - 1500 HRS.

CARE AND USE OF TOOLS AND WOODWORKING MACHINERY - 500 HRS.

WELDING - 500 HRS.

PLASTICS AND RESILIENCE - 200 HRS.

ACOUSTICS AND DRYWALL - 1000 HRS.

EACH 10 ARE EQUALS 2 HRS. OF ON-JOB TRAINING

LOCAL J.A.C. ACTION

EMPLOYERS

FINAL EXAMINATION

GRADE _____

LABOR JOURNEYMAN

DATE _____

CERTIFICATES

ORDERED _____

RECEIVED _____

ISSUED _____

PRINTED IN U.S.A.

APPENDIX: SCHEDULES OF WORK EXPERIENCE AND RELATED INSTRUCTION

A. CARPENTER APPRENTICE

Work-Experience Schedule

The following schedule is an example of the type of work experience and training considered necessary to develop a skilled and productive worker in the carpentry trade. Within the limits of basic trade requirements, the schedule is adaptable to local conditions.

		Approximate hours
a.	Layout Batterboards, partitions, doors and windows, box-out in concrete walls.	500
b.	Form building Build and place straight concrete forms, irregular concrete forms, concrete forms for stairways and floors, walls, and columns.	1,200
c.	Rough framing Floor, wall, roof, stair, scaffolding, etc., on both house and heavy construction. Roof covering.	1,200
d.	Outside finishing Application of cornice and wall trim. Set doors and window frames. Application of trimming fixtures.	800
e.	Inside finishing Application of door and window trim. Fit and sand doors and windows. Application of baseboards and moldings. Construction and setting cases, wardrobes, stairwork. Flooring. Application of hardware and fittings to exterior and interior of building, doors, and windows.	1,500
f.	Care and use of tools and woodworking machinery	500
g.	Welding	500
h.	Plastics and resilience	300

Approximate hours

i. Acoustics and drywall 1,000

1. Ceilings:

Layout, cutting, assembly, and installation of all materials and component parts.

(a) Hangers, channels, furring and backing boards.
(b) Bars: main tees, cross tees, splines.
(c) Stiffeners and braces.
(d) Ceiling angles or moldings.
(e) Finish ceiling materials.
(f) Items of local practices.

2. Walls and partitions:

Layout, cutting, assembly, erection, and/or application of all materials and component parts.

(a) Floor and ceiling runners.
(b) Studs, stiffeners, bracing, fireblocking.
(c) Resilient and furring channels.
(d) Layout, framing, enclosing, and trimming of: doorframes, window frames, vents, light wells, and other openings.
(e) Wall angles and moldings.
(f) Studless and laminated installations.
(g) Thermal and sound insulation.
(h) Installation of backing and finish materials.
(i) Fireproofing of columns, beams, and chase.
(j) Items of local practices.

j. Miscellaneous 500

Safety, scaffolding, walkways, shoring, sheds, protection, etc.

Total 8,000

Related Instruction

a. Accident prevention, first aid, safety hazards, State and Federal safety codes and regulations. Safety courses

per the Occupational Safety and Health Administration, U.S. Department of Labor.

b. Ethics and history of the trade.
c. Tools and materials of the trade.
d. Review and application of basic mathematics.
e. Elementary blueprint reading and freehand sketching.
f. Foundations: types and layout.
g. Rough framing: types, plumbing, leveling, and alignment.
h. Exterior finishes: kinds and use.
i. Interior finishes: kinds and use.
j. Roof framing: all types and combinations.
k. Stairbuilding and finishing.
l. Cabinetmaking: on-job site and installation.
m. Reinforced concrete form construction: materials, types, devices, and their use.
n. Heavy timber construction, framing.
o. Welding: gas and arc, vertical, horizontal, and overhead.
p. Acoustics and drywall: types, layout, cutting, and installation.
q. Plastics and resilience: types and their use, layout, cutting, welding, and installing.

Recommended Texts

United Brotherhood of Carpenters and Joiners of America apprenticeship manuals for carpenters:

Unit 1. Tools, Materials, Ethics, and History of the Trade.
Unit 2. Foundations.
Unit 3. Rough Framing.
Unit 4. Exterior Finish.
Unit 5. Roof Framing.
Unit 6. Interior Finish.
Unit 7. Stairbuilding.
Unit 10. Heavy Timber Construction.
Unit 11. Reinforced Concrete Form Construction.
Unit 12. Parts 1 and 2. Blueprint Reading and Estimating.
Carpentry (Millwright) Welding Section.
Mathematics for Carpenters.
Training for Safety.
Safety.
Instructional Charts (Foundation Unit).
Blueprint Plans A, B, C, and D.

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Reference Materials

Associated General Contractors: "Safety Training Course for Construction Supervisors," and "Manual of Accident Prevention in Construction."

Manufacturers' manuals, brochures, and pamphlets on types and installation of acoustics, drywall, resilience, and plastics. Generally free upon request.

National Wood Council brochures.

Federal and State safety codes and orders.

B. MILLWRIGHT APPRENTICE

Work-Experience Schedule

During apprenticeship, the apprentice shall receive instruction and gain experience in all branches of the millwright trade necessary to develop a skilled and practical mechanic, in accordance with the following schedule:

		Approximate hours
a.	Work experience in the use of tools (hand, power, bench, and machine)	1,500
b.	Work experience in machine installation and alignment	2,000
c.	Work experience in use of equipment (rigging, welding, precision, etc.)	1,500
d.	Work experience in the use of optical instruments and laser	1,500
e.	Work experience in blueprint reading	700
f.	Work experience in welding (acetylene, arc, MIG, TIG, plastic)	800
	Total	8,000

Compliance With These National Standards

Apprentices and employers agree to abide by the policies outlined in the national carpentry standards and this appendix. Signing a copy of the local agreement binds the parties to compliance.

Related Instruction

a. Accident prevention, first aid, safety hazards, State and Federal safety codes and regulations. Safety courses per the Occupational Safety and Health Administration.
b. Tools of the trade: hand and power; history of the trade.
c. Materials and mathematics.
d. Construction practices: machine installation, alignment, assembly, and protection.
e. Heavy equipment: receiving, inspection, and setting.
f. Use of optical instruments: leveling and alignment of heavy equipment.

g. Welding: gas, arc, MIG, TIG, plastic, brazing, and soldering.
h. Blueprint reading.
i. General maintenance practices.

Recommended Texts

United Brotherhood of Carpenters and Joiners of America instructional material for millwrights:

Unit 1. Safety; Tools and History of the Trade.
Unit 2. Mathematics and Workbook.
Unit 3. Part 1. Conveyors.
Unit 3. Part 2. Conveyors.
Unit 4. Installation and Maintenance of Machinery.
Unit 5. Blueprint Reading (Includes Blueprint).
Unit 6. Optical and Laser Alignment.
Unit 7. Cutting and Welding.
Unit 8. Rigging.

Reference Materials

Associated General Contractors: "Safety Training Course for Construction Supervisors," and "Manual of Accident Prevention in Construction."

Federal and State safety codes and orders.

C. CABINETMAKER-MILLMAN APPRENTICE

Work-Experience Schedule

During apprenticeship, the apprentice shall receive related instruction and gain experience in all branches of the cabinet-maker-millman trade necessary to develop a skilled and practical mechanic, in accordance with the following schedule:

		Approximate hours
a.	Sharpen and use handtools	500
b.	Work from stock bills and drawings	500
c.	Use of power equipment, cutoff saws, table saws, jointers, routers, planers, shapers, sanders, etc.	1,500
d.	Grinding knives and filing saws	500
e.	Laying, matching, and cutting veneers	300
f.	Dressing and preparing material for assembly	500
g.	Gluing stock	200
h.	Layout work for milling and general trim-saw work from stock bills and details	1,000
i.	Sand moldings, glue flat work and squares, clean for finish	200
j.	Assemble doors, drawers, skeleton frames, fit and hang doors and drawers, fit and apply moldings, match veneers	800
k.	Assemble and install cabinets, built-ins, paneling, etc.	1,500
l.	Independent layout, machining, and assembly of cabinets and built-ins	500
	Total	8,000

Compliance With These National Standards

Apprentices and employers agree to abide by the policies outlined in the national carpentry standards and this appendix. Signing of the local agreement binds the parties to compliance.

Related Instruction

a. Accident prevention, first aid, safety hazards, State and Federal safety codes and regulations. Safety courses

per the Occupational Safety and Health Administration, U.S. Department of Labor.

b. Ethics and history of the trade.
c. Tools: hand and power, their use and care.
d. Materials: types, when and where used.
e. Mathematics, basic.
f. Safety (given throughout the course).
g. Exterior finish.
h. Interior finish.
i. Cabinet, casework, and built-ins, acceptable standards (workmanship, materials).
j. Setup, operation, and maintenance of (power) mill equipment.
k. Blueprint reading and estimating.
l. Shop drawings and cutting lists.
m. Stairbuilding.
n. Employer-employee relations.

Recommended Texts

United Brotherhood of Carpenters and Joiners of America apprenticeship manuals for carpenters:

Unit 1. Tools, Materials, Ethics, and History of the Trade.
Unit 4. Exterior Finish.
Unit 6. Interior Finish.
Unit 7. Stairbuilding.
Unit 8. Cabinetmaking (Mill).
Unit 9. Mill Work.
Unit 12. Blueprint Reading and Estimating.
Mathematics for Carpenters.
Training for Safety.
Safety.
Blueprint Plans A, B, and C.

Reference Materials

Associated General Contractors: "Safety Training Course for Construction Supervisors" and "Manual of Accident Prevention in Construction."
Wood Products Institute handbooks.
National Wood Council brochures.
Federal and State safety codes and orders.

D. PILEDRIVER TRAINEE [1]

Work-Experience Schedule

During training, the trainee shall receive such training and experience in all phases of piledriving as is necessary to develop a skilled mechanic versed in the theory and practices.

The major work processes in which the trainee will be trained are as follows, but are not necessarily in this sequence:

		Approximate hours
a.	Tools and materials	160
b.	Form work for piles caps	300
c.	Basic timberwork	300
d.	Oxygen-acetylene welding	40
e.	Piledriving equipment	300
f.	Rigging	400
g.	Advanced timberwork	300
h.	Arc welding and cutting	60
i.	Special fields of the trade	800
	1. Coffer dams	(350)
	2. Sheet piling	(350)
	3. Transit and level	(30)
	4. Maintenance and care of outboard motors, pumps, and light plants	(70)
j.	Driving of piles	400
k.	Signaling	200
l.	Bridge construction	700
m.	Driving	40
	Total	4,000

Compliance With These National Standards

Trainees and employers agree to abide by the policies outlined in the national carpentry standards and this appendix. Signing of the local agreement binds the parties to compliance.

[1] It is understood that piledriver trainees will not be registered as apprentices, nor will such trainees receive certificates of completion of apprenticeship.

Related Instruction

a. Accident prevention, first aid, safety hazards, State and Federal safety codes and regulations. Safety courses per the Occupational Safety and Health Administration, U.S. Department of Labor.
b. Mathematics, basic.
c. Blueprint reading.
d. Piledriver equipment and materials:
    1. Piledrivers.
        (a) Floating of water drivers:
            (1) Construction.
            (2) Rigging: anchors, lines, buoys, hammer line, pile line, jet rigging, lead rigging, deck winches, and rigger heads.
        (b) Skid drivers: construction, rigging, skidways.
        (c) Crane with swinging leads.
        (d) Swinging leads from marine stiffleg derrick.
    2. Hammers and leads (drop, steam, pneumatic, diesel):
        (a) Hammer rigging.
        (b) Lead construction (stationary, swinging, pendulum, false, pile extractors).
    3. Tools: drilling and setting with long augers.
    4. Piling:
        (a) Material: wood; treated wood; steel H, tube and sheet; concrete, cutoffs.
        (b) Driving of material: driving to bearing, jetting.
    5. Rigging: building sections, stressed beams, knots, hitches, and splices (manila and wire), stiff legs, gin pole, shear legs, mobile cranes, righting capsized drivers.
    6. Excavations and shoring excavations.
    7. Form building.
    8. Construction and releasing of false work.
    9. Construction of coffer dams: steel sheet piling, wood construction, sealing of coffer dams, removal.
    10. Construction of wood trestles: truss types, heavy framing.
    11. Constructing bridges—overpasses, underpasses: abutments, sills, columns, vertical curves and supers, beams (cast in place; precast; prestressed and poststressed).

12. Dock building: wood, concrete.
13. Float and pontoon building: wood, plastic.
14. Safety course per the Occupational Safety and Health Administration, U.S. Department of Labor.
15. Welding and burning.
16. Construction of engines, jets, jet pumps, bilge pumps, etc.

Recommended Texts

United Brotherhood of Carpenters and Joiners of America apprenticeship manuals for carpenters:

Unit 1. Tools, Materials, Ethics, and History of Trade.
Unit 2. Foundations.
Unit 10. Reinforced Concrete Form Construction and Heavy Timber Construction.
Unit 12. Part 1. Blueprint Reading and Estimating..
Planning for Safety.
Safety.
Mathematics for Carpenters.
Instructional Charts (Foundation Unit).

Reference Materials

Associated General Contractors: "Safety Training Course for Construction Supervisors" and "Manual of Accident Prevention in Construction."

U.S. Army Corps of Engineers: "General Safety Requirements Manual EM 385—1" and "Technical Manual TM 5—725."

Federal and State safety codes and orders.

E. INTERIOR SYSTEMS TRAINEE [2]

1. Installer Trainee

Work-Experience Schedule

During training, the trainee shall receive such training and experience in all phases of drywall installing as is necessary to develop a skilled mechanic versed in the theory and practices.

The major work processes in which the trainee will be trained are as follows, but are not necessarily in this sequence:

Layout, cutting, assembly, erection, and/or application of all materials and component parts.

a. Floor and ceiling runners.
b. Studs, stiffeners, bracing, fireblocking.
c. Resilient and furring channels.
d. Layout, framing, enclosing, and trimming of: doorframes, window frames, vents, shaft walls, light wells, and other openings.
e. Wall angles and moldings.
f. Studless and laminated installations.
g. Thermal and sound insulation application and component assemblies.
h. Suspension systems.
i. Installation of backing board and finish drywall materials.
j. Fireproofing and columns, beams, and chase.
k. Masonry furring.
l. Single and multiple laminations direct to masonry.
m. Welding and crimping.
n. Prefabricated assemblies.
o. Movable or demountable assemblies.
p. Bankrail, cornices, glazed and full height systems.
q. Chalk board, black board, and veneered systems.
r. Store fixture partitions.
s. Laboratory and structural partitioning.
t. Items of local practices.

[2] It is understood that interior systems trainees will not be registered as apprentices, nor will such trainees receive certificates of completion of apprenticeship.

Compliance With These National Standards

Trainees and employers agree to abide by the policies outlined in the national carpentry standards and this appendix. Signing of the local agreement binds the parties to compliance.

Related Instruction

a. Accident prevention, first aid, safety hazards, State and Federal safety codes and regulations. Safety courses per the Occupational Safety and Health Administration, U.S. Department of Labor.
b. History and ethics of drywall industry.
c. The trainee and his trade.
d. Basic mathematics.
e. Workman's legal rights and benefits.
f. Use of tools—care and safety.
g. Materials, handling and care.
h. Basic drywall application.
i. Basic blueprint familiarization.
j. Framing with metal.
k. Drywall systems.
l. Safety.
m. Testing review.

2. Acoustical Trainee [Walls and Ceilings]

Work-Experience Schedule

During his training, the trainee shall receive such training and experience in all phases of acoustical installing as is necessary to develop a skilled mechanic versed in the theory and practices.

The major work processes in which the trainee will be trained are as follows, but are not necessarily in this sequence:

Layout, cutting, assembly, erection, and/or application of all materials and component parts.

a. Scaffold building:
   Safety, material handling, tools—care and use.
b. Hanger suspension installation:
   1. Layout and installation of inserts.
   2. Dropping through metal pan forms.

3. Tying off to re-bar.
4. Tying off to metal decking.
5. Tying off to bar joints.
6. Fastening to side of wood ceiling joists.
7. Screw-hood installation to wood ceiling joists.
8. Eye-pin fastened to concrete with power-actuated tool.
9. Wire fastened to "I" beams with tap-on clips.
10. Installation of extra support such as carrying channel, etc.

c. Ceiling suspension systems (components):
1. Exposed grid system of metal tee members.
2. Semiexposed grid systems.
3. Fire-rated exposed grid systems.
4. Fire-rated semiexposed grid systems.
5. Environmental and luminous systems.
6. Concealed systems requiring carrying channels.
7. Concealed systems directly hung from hanger wires.
8. Accessible concealed systems.
9. Z-bar installation.
10. T and T-bar installation.
11. H and T-bar installation.
12. C-bar installation.
13. Wood suspension systems.

d. Acoustical tile and panel installations:
1. Cemented to gypsum board.
2. Cemented to plaster.
3. Cemented to concrete.
4. Nailed to wood furring strips.
5. Screwed to wood furring strips.
6. Installed in concealed grid systems.
7. Installed in exposed grid systems.
8. Installed in semiexposed systems.
9. Installation of asbestos panels.
10. Installation of metal and metal-clad tiles and panels.
11. Access openings.

e. Modular, baffle systems and environmental systems.

f. Layout and use of water levels and other leveling devices.

Compliance With These National Standards

Trainees and employers agree to abide by the policies outlined in the national carpentry standards and this appendix. Signing of the local agreement binds the parties to compliance.

Related Instruction

a. Accident prevention, first aid, safety hazards, State and Federal safety codes and regulations. Safety courses per the Occupational Safety and Health Administration, U.S. Department of Labor.
b. History of acoustical industry.
c. The trainee and his trade.
d. Basic mathematics.
e. Workman's legal rights and benefits.
f. Use of tools—care and safety.
g. Materials, handling and care.
h. Basic acoustical application and sound control.
i. Basic blueprint familiarization.
j. Acoustical systems (air zone and baffles).
k. Demountable and movable partitions.
l. Relation of acoustical application to other trades, electrical, mechanical, etc.
m. Framing with wood, metal, and drywall systems.
n. Safety.
o. Testing review.

No. .....

APPLICATION FOR APPRENTICESHIP IN CARPENTRY

Desiring to become an apprentice in the Carpentry Trade, I hereby make application for an Apprenticeship to the

..... Date .....

(Committee Agent)

Name (Please Print) .....

(Last Name) (First Name) (Middle Name)

Address..... City.....Soc. Sec. No.....

Phone.....

Date of Birth.....Age last Birthday.....

(Month) (Day) (Year)

Height..... Weight.....

Grade completed in school.....Date.....Married ( ) Single ( )

(Grade)

General physical condition.....

Note any physical handicaps.....

.....

Father or Guardian's Name.....

Address .....

His occupation.....

Were you in the Armed Forces?.....How Long?.....

Have you ever worked at the Carpentry Trade?.....If so, what type of construction?.....

.....

Do you understand that you will be on.....days trial, if your application is approved?.....
Are you willing to work for the established wage scale for Carpenter Apprentices throughout your indenturehip? .....

Have you read and do you understand the Apprenticeship Standards?.....

Will you obey all rules and instructions of the Apprentice Committee?.....

Are you willing to serve an apprenticeship of four years?.....

Will you place yourself under the jurisdiction of the Apprentice Committee?.....
Do you understand that it is compulsory for you to attend the apprentice school during the hours designated by the apprentice committee, and that you will be accountable to the school during that time?.....

REFERENCE OTHER THAN RELATIVES

I have known.....for two years or more, and certify that he is of good character and habits.

Personal Signatures of Vouchers

Name	Address	Business
.....	.....	.....
.....	.....	.....
.....	.....	.....

ADDITIONAL INFORMATION CONCERNING YOUR FITNESS FOR AN APPRENTICESHIP .....

.....

.....

.....

.....

CASE HISTORY

.....

.....

.....

.....

.....

RECOMMENDATIONS OF APPRENTICESHIP COMMITTEE

On Probation Period, From..... To.....

Qualifying Examination given..... 19..... Grade.....
(Month)

We have investigated the qualifications of this applicant and recommend:

Date.....

Approved for apprenticeship.....Place on waiting list.....

Not approved for apprenticeship.....

Remarks: .....

.....

	Trade Experience Period and Wage Rate		
	Period	Rate	Starting Date
.....	1st. 6 months	.....	.....
.....	2nd. 6 months	.....	.....
.....	3rd. 6 months	.....	.....
.....	4th. 6 months	.....	.....
.....	5th. 6 months	.....	.....
	6th. 6 months	.....	.....
	7th. 6 months	.....	.....
	8th. 6 months	.....	.....

United Brotherhood of Carpenters and Joiners of America
APPRENTICE AGREEMENT

For the Trade of _____ in _____
(Define geographical area)

THIS AGREEMENT entered into this _____ day of _____ 19_____,

between _____
(Name of employer or employer's agent)

hereinafter referred to as the EMPLOYER, and _____
(Name of Apprentice)

hereinafter referred to as APPRENTICE (and if a minor) _____
hereinafter referred to as his PARENT (or GUARDIAN); (Name of parent or guardian)

WITNESSETH

That the EMPLOYER, the APPRENTICE and his PARENT, or GUARDIAN, desire to enter into an agreement of apprenticeship in conformity with the standards of the United Brotherhood of Carpenters and Joiners of America, and therefore, in consideration of the premises and of the mutual covenants herein contained, do hereby mutually covenant and agree as follows:

That the EMPLOYER agrees to employ the APPRENTICE for the purpose of enabling said APPRENTICE to learn and acquire the trade or craft of _____ upon the terms and conditions contained in the Schedule which is attached to and is made a part of this Agreement.

That the APPRENTICE agrees to perform diligently and faithfully the work of said trade or craft during the period of apprenticeship, complying with the training program contained in the said Schedule.

That the PARENT, or GUARDIAN, covenants with the EMPLOYER that the APPRENTICE will duly perform all obligations undertaken herein.

That this Agreement conforms to and is predicated upon a local trade agreement on apprenticeship labor standards approved by the United Brotherhood of Carpenters and Joiners of America. The Agreement may be annulled by the said local joint committee upon the mutual consent of all parties to the agreement, and in the event of any disagreement or difference in relation to any terms of this Agreement, such disagreement or difference shall be submitted to the local joint apprenticeship committee for adjustment, whose decision shall be final and conclusive upon the parties of this Agreement if supported by the evidence.

IN WITNESS WHEREOF, the parties hereunto set their hands and seals:

_____ _____ (Seal)
(Witness) (Apprentice)

_____
(Address) (Date of Birth)

(Seal) _____
(Parent or Guardian)

If not indentured to a Joint Committee, the EMPLOYER or his Agent must sign:

_____ (Seal) _____
(Employer/Agent) (Address)

Approved by the _____
(Area) (Trade)

Joint Apprenticeship Committee By _____
(Chairman)

SCHEDULE

1. PERIOD OF APPRENTICESHIP AND PROBATION

The term shall be no less than four (4) calendar years. The first_____month (s) is the probationary period, (not to exceed ninety (90) days) and is included as a part of the apprenticeship term.

Where previous work experience credit has been allowed this apprenticeship agreement starts_____ 19_____and ends_____ 19_____

2. SCHEDULE OF MAJOR PROCESSES

Layout	Outside Finishing	Welding
Form Building	Inside Finishing	Plastics and Resilience
Rough Framing	Care and Use of Tools and Woodworking Machinery	Accoustics and Drywall
		Miscellaneous

3. WAGE PROVISION

APPRENTICES WAGES: Apprentices shall be employed at the following percentages of the Union Journeyman's wages:

FIRST YEAR:	1st 6 months_____%		THIRD YEAR:	1st 6 months_____%	
	2nd 6 months_____%			2nd 6 months_____%	
SECOND YEAR:	1st 6 months_____%		FOURTH YEAR:	1st 6 months_____%	
	2nd 6 months_____%			2nd 6 months_____%	

The rates are based on the journeyman's regular and overtime rate per hour; any change in said rate will make a proportionate change in these rates.

Present Journeyman's wage is $_____

4. HOURS OF WORK AND HOURS OF APPROVED INSTRUCTION

The work day and work week of the apprentice, and conditions associated therewith, shall be the same as that of the journeyman.

The apprentice shall enroll and attend classes the number of hours established by the committee, which shall not be less than a minimum of 144 hours per year. At no time shall the work assignment interfere with the related school assignment.

5. SPECIAL PROVISIONS

Should the employer become unable to fulfill the provisions of this Agreement, or by mutual consent to provide greater diversity of training or continuity of employment, the Local Joint Apprenticeship Committee is authorized to transfer the apprentice from one employer to another; such transfer is hereby agreed to by the signatories hereto with the following provisos:

(a) Each employer, in accepting a transferred apprentice for employment agrees to carry out the provisions of the original contract of agreement between the apprentice and the first employer.

(b) No apprentice will be transferred to an employer who has not signed such an agreement.

(c) If such transfer is made for the purpose of diversity of training, the apprentice, when he shall have completed the work for which he was transferred, may be returned to his original employer.

(d) That all provisions contained in said apprenticeship standards covering the employment and training of the apprentice are hereby made part of this agreement with the same effect as though expressly written herein.

(e) If in the opinion of the committee any provision of this Agreement has been violated, the Agreement can be cancelled.

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REGIONAL OFFICES
BUREAU OF APPRENTICESHIP AND TRAINING

Location	States Served	
Region I JFK Federal Bldg., Room 1001 Government Center Boston, Mass. 02203	Connecticut Maine Massachusetts	New Hampshire Rhode Island Vermont
Region II 1515 Broadway, Room 3731 New York, N.Y. 10036	New Jersey New York	Puerto Rico Virgin Islands
Region III P.O. Box 8796 Philadelphia, Pa. 19101	Delaware Maryland Pennsylvania	Virginia West Virginia
Region IV 1371 Peachtree Street, NE., Room 700 Atlanta, Ga. 30309	Alabama Florida Georgia Kentucky	Mississippi North Carolina South Carolina Tennessee
Region V Federal Bldg., Room 1, Fourth Floor 230 South Dearborn Street Chicago, Ill. 60604	Illinois Indiana Michigan	Minnesota Ohio Wisconsin
Region VI 1114 Commerce Street, Room 1814 Dallas, Tex. 75202	Arkansas Louisiana New Mexico	Oklahoma Texas
Region VII Federal Office Bldg., Room 1100 911 Walnut Street Kansas City, Mo. 64106	Iowa Kansas	Missouri Nebraska
Region VIII Federal Bldg., Room 16440 1961 Stout Street Denver, Colo. 80202	Colorado Montana North Dakota	South Dakota Utah Wyoming
Region IX 450 Golden Gate Avenue, Room 9008 P.O. Box 36017 San Francisco, Calif. 94102	Arizona California	Hawaii Nevada
Region X Arcade Plaza Bldg., Room 2055 1321 Second Avenue Seattle, Wash. 98101	Alaska Idaho	Oregon Washington

STATE AND TERRITORIAL APPRENTICESHIP AGENCIES

Apprenticeship Services
Department of Economic Security
P.O. Box 6123
Phoenix, Ariz. 85005

Division of Apprenticeship Standards
Department of Industrial Relations
455 Golden Gate Avenue
P.O. Box 603
San Francisco, Calif. 94102

Colorado Apprenticeship Council
200 East Ninth Avenue
Room 216
Denver, Colo. 80203

Apprentice Training Division
Labor Department
200 Folly Brook Boulevard
Wethersfield, Conn. 06109

Delaware State Apprenticeship and Training Council
Department of Labor and Industry
618 North Union Street
Wilmington, Del. 19805

District of Columbia
Apprenticeship Council
Room 1200
1100 Vermont Avenue, NW
Washington, D.C. 20005

Bureau of Apprenticeship
Florida Department of Commerce
1321 Executive Center Drive
Tallahassee, Fla. 32301

Apprenticeship Division
Department of Labor and Industrial Relations
825 Mililani Street
Honolulu, Hawaii 96813

Apprentice Training Division 1/
Kansas Apprenticeship Council
Department of Labor
401 Topeka Boulevard
Topeka, Kans. 66603

Kentucky State Apprenticeship Council
Capitol Plaza Tower, 12th Floor
Frankfort, Ky. 40601

Division of Apprenticeship
Department of Labor
1001 Land & Natural Resources Bldg.
Baton Rouge, La. 70804

Maine Apprenticeship Council
Department of Labor and Industry
State Office Bldg.
Augusta, Maine 04330

Maryland Apprenticeship and Training Council
Department of Labor and Industry
203 East Baltimore Street
Baltimore, Md. 21202

Division of Apprentice Training
Department of Labor and Industries
State Office Bldg.
Government Center
100 Cambridge Street
Boston, Mass. 02202

Division of Voluntary Apprenticeship
Department of Labor and Industry
Space Center Bldg., 5th. Floor
444 Lafayette Road
St. Paul, Minn. 55101

Montana State Apprenticeship Council
Division of Labor Standards
1331 Helena Avenue
Helena, Mont. 59601

Nevada Apprenticeship Council
Department of Labor
Capitol Bldg.
Carson City, Nev. 89701

New Hampshire Apprenticeship Council
Department of Labor
1 Pillsbury Street
Concord, N.H. 03301

New Mexico Apprenticeship Council
Labor and Industrial Commission
1010 National Bldg.
505 Marquette, NW
Albuquerque, N. Mex. 87101

Bureau of Apprentice Training
Department of Labor
The Campus, Bldg. No. 12
Albany, N.Y. 12226

Division of Apprenticeship Training
Department of Labor
Raleigh, N.C. 27602

Ohio State Apprenticeship Council
Department of Industrial Relations
2323 West Fifth Avenue, Room 250
Columbus, Ohio 43204

Apprenticeship and Training Division
Oregon Bureau of Labor
Labor & Industry Bldg., Room 115
Salem, Oreg. 97310

Pennsylvania Apprenticeship and Training Council
Department of Labor and Industry
Labor and Industry Bldg., Room 1547
Harrisburg, Pa. 17120

Apprenticeship Division
Department of Labor
414 Barbosa Avenue
Hato Rey, P.R. 00917

Rhode Island Apprenticeship Council
Department of Labor
235 Promenade Street
Providence, R.I. 02908

Utah Apprenticeship Council
Industrial Commission
431 South Sixth East, Room 225
Salt Lake City, Utah 84102

Vermont Apprenticeship Council
Department of Industrial Relations
State Office Bldg.
Montpelier, Vt. 05602

Division of Apprenticeship Training
Department of Labor and Industry
P.O. Box 1814
Ninth Street Office Bldg., Room 334
Richmond, Va. 23214

Director of Apprenticeship and Training
Department of Labor
Christiansted, St. Croix, V.I. 00820

Apprenticeship Division
Washington State
Department of Labor and Industries
318 East Fourth Avenue
Olympia, Wash. 98504

Division of Apprenticeship and Training
P.O. Box 2209
Madison, Wis. 53701

1/ All agencies, with the exception of Kansas, operate under apprenticeship and/or training laws enacted by the legislature. The agency in Kansas functions under executive order of the Governor.